

MMS Solid Minerals Reporter Training Evaluation Form MMS-4420D

Location: _____

Date: _____

We want to improve our training. Please provide your comments below.

Please rate the following:

(1 = poor <--> 5 = excellent)

	1	2	3	4	5
Effectiveness of training materials					
• Visual aids					
• Organization					
• Handouts					
Effectiveness of the trainer(s)/instructor(s)					
<i>Production and royalty reports</i>					
• Subject knowledge					
• Material clearly communicated					
• Ability to hold interest					
<i>The financial viewpoint</i>					
• Subject knowledge					
• Material clearly communicated					
• Ability to hold interest					
<i>Other information collections</i>					
• Subject knowledge					
• Material clearly communicated					
• Ability to hold interest					
<i>Coal valuation</i>					
• Subject knowledge					
• Material clearly communicated					
• Ability to hold interest					
<i>Sodium/potassium valuation</i>					
• Subject knowledge					
• Material clearly communicated					
• Ability to hold interest					
<i>Advanced royalty procedure</i>					
• Subject knowledge					
• Material clearly communicated					
• Ability to hold interest					
Usefulness of knowledge gained at session					
• Relevance of subject matter					
• Detail of subject matter					
• Usefulness of examples					
Overall rating of the training session					

Please rate the following:

(1 = strongly disagree <--> 5 = strongly agree)

	1	2	3	4	5
The course was worth my time.					
Facilities were adequate .					

If you answered any questions with either a 1 or a 2, how can we improve those specific areas? _____

Did the instructor(s) answer your questions to your satisfaction? Yes _____ No _____

If no, please give an example: _____

Would you like to have future valuation training seminars?

- Where? _____
- When? _____

Please give us feedback or examples in any of these areas that you believe needs improvement.

We want to improve our service. Please provide your comments below.

In your dealings with MMS, what one thing would you change if you could?

Name (optional) _____ Phone (optional) _____

Paperwork Reduction Act of 1995 (PRA) Statement: The PRA (44 U.S.C. 3501 *et seq.*) requires us to inform you that we collect this information to improve our customer service. The MMS uses the information to identify areas where improvements can be made. Responses are voluntary. Proprietary information is protected in accordance with standards established by the Federal Oil and Gas Royalty Management Act of 1982 (30 U.S.C. 1733), the Freedom of Information Act (5 U.S.C. 552(b)(4)), and Department regulations (43 CFR 2). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. Public reporting burden for this form is estimated to average 6 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Minerals Management Service, Mail Stop 4230, 1849 C Street, NW., Washington, DC 20240.